



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
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DELEGATION ORDER

Purpose: To streamline the procurement process of commodities and technical services and make that process as responsive to the end user as possible while ensuring compliance with the Arkansas Procurement Law and regulations. The intent is to provide the maximum flexibility for the Department of Human Services consistent with their abilities. This Delegation Order authorizes the Department of Human Services to make and enter into contracts for the procurement of all commodities and technical services. It is understood that training, up to and including appropriate certification, of DHS staff members who will execute the procurement process, is mandatory and subsequent employees must receive basic procurement training prior to assuming the duties of this Delegation Order for the order to remain in effect.

I, Jane Benton, as Administrator of the Office of State Procurement, do hereby authorize the Department of Human Services, to contract for the procurement of commodities and services in accordance with the provisions of the Arkansas Procurement Law and procedures stated herein.

1. An assigned OSP buyer will serve in an oversight role, i.e. review RFP, bid documents, evaluation processes and notification of awards.
2. Protests of bids, debarment or suspension of vendors, resolution of contract and breach of contract controversies and remedies for unlawful solicitations or award will continue to be handled by OSP IAW applicable statutes.
3. DHS shall immediately advise OSP of any and all vendor performance issues/concerns that may lead to corrective actions, contract sanctions, breach of contract, termination of a contract, or debarment or suspension of a vendor.
4. The award of the contract (the D/OSP signature affixed to the contract) will be done after review of the process and based on the completeness of the procurement process. This step serves to fulfill the statutory role of the D/OSP to ensure compliance with the State Procurement Law.
5. Bids will be posted on the OSP web site. This fulfills the "legal" advertisement requirement of the Procurement Law.
6. The "bid file" will be maintained at DHS for storage IAW Procurement Law requirements. DHS will use the terms and conditions agreed upon with OSP.
7. Printing will continue to be covered under Delegation Order issued to DHS (see Printing Delegation Orders)

8. DHS and the OSP will comply with the attached Implementing Procedures.

Nothing herein is intended to prohibit the Department of Human Services from requesting the assistance of the Office of State Procurement. This Delegation Order will be in effect until June 30, 2009 unless otherwise modified or rescinded.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT

A handwritten signature in cursive script, appearing to read "Jane Benton", is positioned above a horizontal line.

JANE BENTON, ADMINISTRATOR

Implementation Procedures:

Department of Human Services Delegation Order

The following procedures are intended to serve as a general guideline for the implementation of the Office of State Procurement Delegation Order issued to the Arkansas Department of Human Services (DHS). The written directives of the above referenced delegation order will prevail in any instances in which a conflict appears to exist with the following procedures.

All processes and procedures performed under the authority of this delegation order shall be in full compliance with the State Procurement Laws, Rules and Regulations.

Buyers at the Department of Human Services will prepare bid solicitations using agency developed specifications and Office of State Procurement approved standard terms and conditions. A bid solicitation will be submitted to OSP in the form of an email attachment and routed to the appropriate team leader. The document will be assigned by the team leader to a staff buyer for review. Any questions or recommended changes noted by the buyer – in consultation with the team leader – will either be made at OSP or conveyed to DHS with the returned document.

A unique sequential numbering system will be used to identify DHS solicitations.

Reviewed and approved solicitations will be forwarded for posting on the OSP website.

DHS will include the proper material group number with each bid document to insure that all OSP registered vendors receive notification from INA. It will be the responsibility of the agency to notify any suggested vendors when a DHS bid solicitation is posted. DHS solicitations will be posted separately from those of OSP.

Bid openings will be held at the DHS location specified in the bid document.

The Department of Human Services buying staff will be responsible for evaluating all bid responses and for developing all documentation regarding contract awards and any disqualified bids. OSP staff will assist, when requested, by providing general oversight, guidance and commodity information to DHS staff.

Award documents will be prepared by DHS staff and will be reviewed by OSP before being listed on the Anticipation to Award website. All solicitations which were originally posted on the OSP bid notification website will be required to be posted on the Anticipation to Award website unless specifically exempted by the Director of State Procurement.

The signature of the Director of OSP will be affixed to all contract awards made under this delegated authority.

All documents produced under the scope of this delegated authority, including all bid responses; addendums; documentation; samples and related correspondence will be maintained at the Department of Human Services in accordance with current provisions for record retention prescribed in the State Procurement Law.

Amendments to bid solicitations will follow the same review and approval process as did the original bid document.